

## User Guide TC-07, Transportation Funded Projects Accomplished by FWS

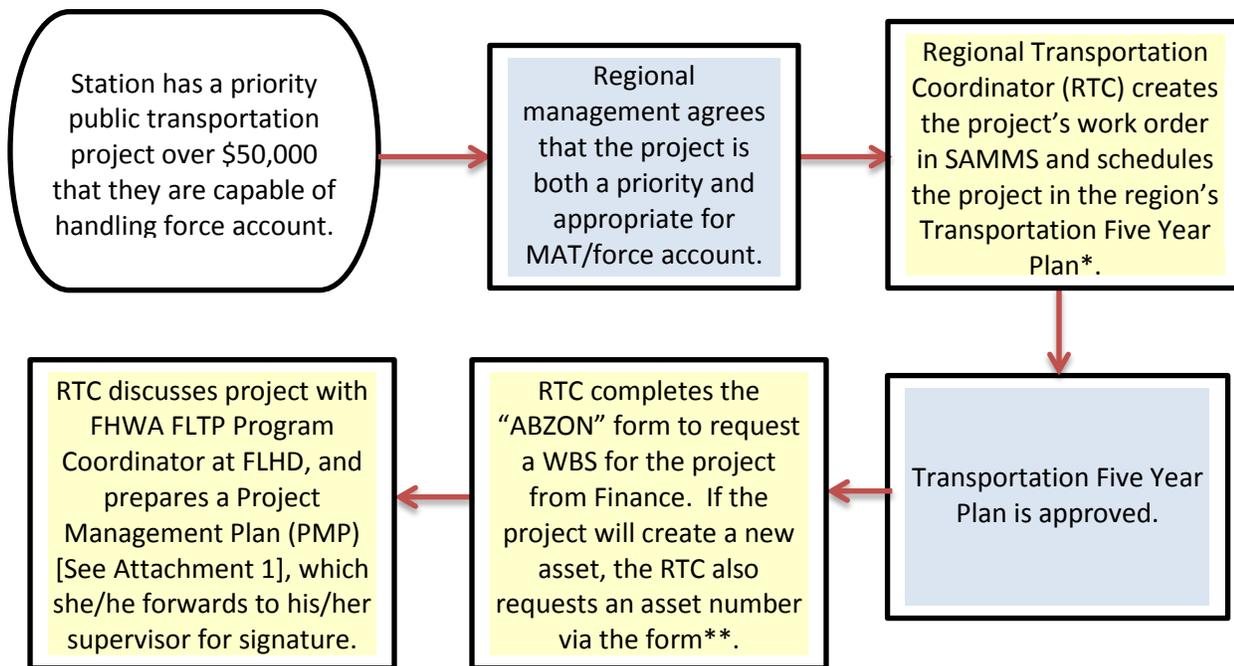
### Overview

Generally, FWS projects that are funded via Title 23 USC funds (the Federal Land Transportation Program, or “FLTP”) are managed by a regional office of the Federal Lands Highways Division (FLHD) of the Federal Highway Administration (FHWA), utilizing FLHD project managers and FLHD-hired contractors. From pre-planning to contracting, and from project kick-off through the final walk-through, FLHD engineers, who are subject matter experts, are in charge of the project. FLHD is well-versed with negotiating with county departments of Public Works and state highway departments, as well as recalcitrant construction contractors. Project funds stay with FLHD and are managed there.

However, not all projects require sophisticated construction techniques, detailed plans, or even contractors. There are many smaller projects that repair or improve public access to and travel within our refuges that FWS is capable of handling on its own, either via contract, force account (using existing station labor) or via Maintenance Action Teams (MAT). With such projects, funds are transferred from FHWA to FWS HQ, then the regional office, and ultimately, the station (or regional Engineering Division, if contracted). These projects must still be scheduled in the regions’ Transportation Five Year Plans, and the funds are managed through FBMS work orders, just as with any other construction or deferred maintenance project. Unlike the latter, due to the oversight required from FHWA for the expenditure of Title 23 funds, projects over \$50,000 must have a Project Management Plan (PMP) signed by both FWS and FLHD regional and headquarters staff before the funds will be distributed.

See Attachment 1 for the Project Management Plan template and some examples.

The following flow chart illustrates the process for completing a force account project with FLTP funds:



\* See TC-06, “The Transportation Five Year Plan.”

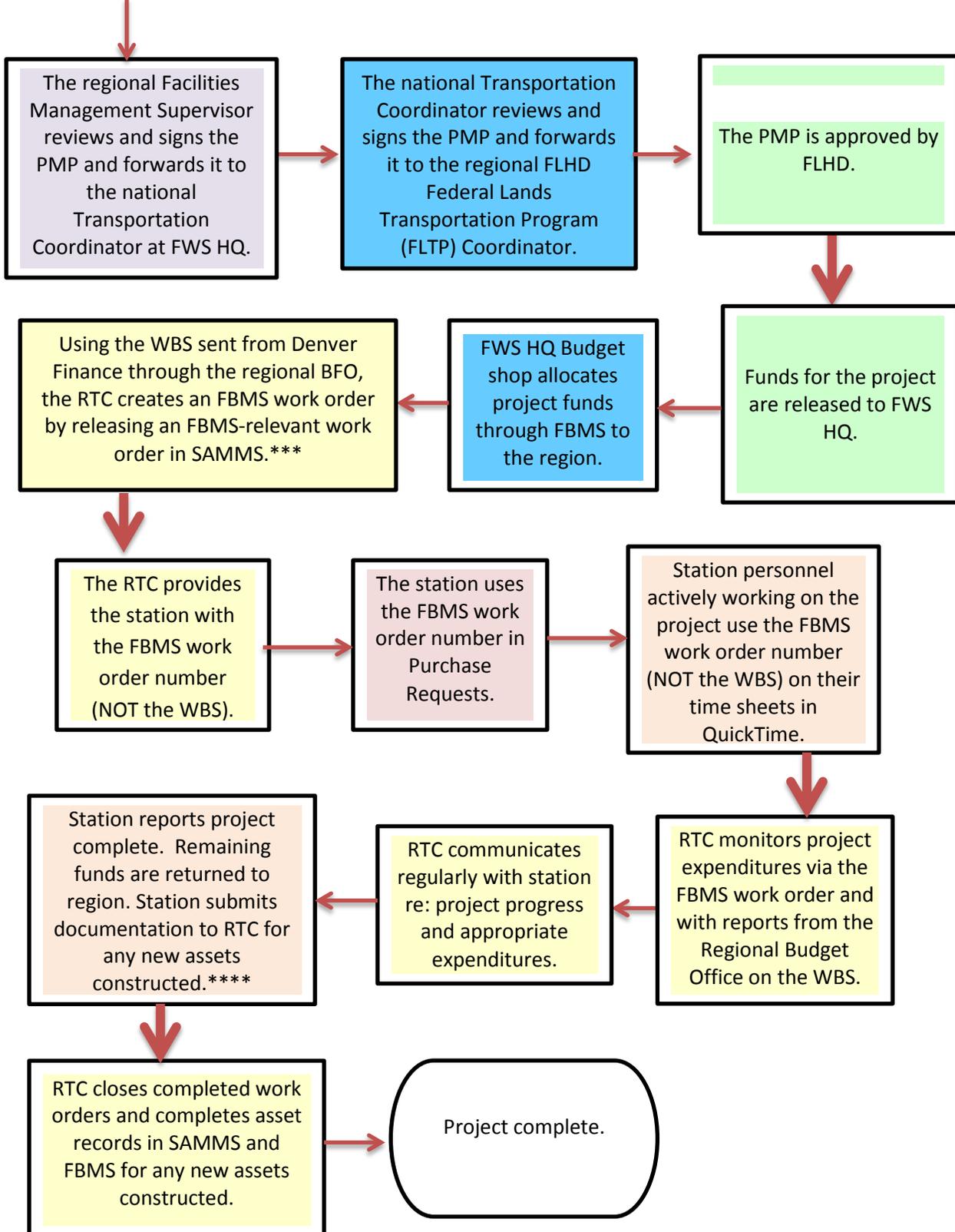
\*\* See TC-03, “Creating New Real Property Records” at

<http://www.fws.gov/refuges/facilities/manuals-policies.html>

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\*\*\*Refer to TC-04, "Creating Work Orders for Transportation Projects" and

\*\*\*\*TC-03, "Creating New Real Property Records" at <http://www.fws.gov/refuges/facilities/manuals-policies.html>

## PROJECT MANAGEMENT PLAN



U.S. Department  
of Transportation  
**Federal Highway  
Administration**

For the U. S. Fish and Wildlife Service,  
xxxxxxx National Wildlife Refuge, xxxxxxx Region,  
and the  
Federal Highway Administration, Eastern Federal Lands Highway Division  
Project FW XXXX <SAMMS WO/Asset Number>

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*This plan describes specific project requirements to be fulfilled and duties to be performed by all parties, to provide the services and products included herein.*

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### CONCURRENCE:

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Regional Transportation Coordinator, xxxxxx Region  
Date

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xxxxxx Federal Lands Highway Division FWS Program Manager Date

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Director of Program Administration, xxxxx Federal Lands Highway Division Date

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FWS Headquarters Program Manager Date

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Federal Lands Highway Headquarters FWS Program Manager Date

**PROJECT BACKGROUND**

This project is tentatively scheduled in the Regional FLTP Multi-year Program for obligation of construction funds in FY###. The project is currently estimated at \$\$\$\$\$.

**PROJECT PURPOSE AND SCOPE**

**Example:** The existing paved roads within the project area are in poor condition due to normal wear that has been aggravated by extensive drainage problems that naturally occur due to poorly draining soils. In addition to a pavement upgrade, the purpose of this project is also to improve the overall drainage capability and capacity, thereby protecting the new pavement from the erosion and freeze/thaw cycles which have taken a toll in the recent past...etc..

This section specifically addresses the parameters of a project, clearly articulating what is included in the project. For some projects, where there may be confusion about pull-offs or a connector road or the treatment of curbs, this may be the best area of the project agreement to address *what is* and *what is not* included in the project. A clearly written and unambiguous scope is well worth the effort since it will answer questions and provide clear direction for project team members.

**PROJECT MILESTONES, RESPONSIBLE OFFICE and PROJECTED SCHEDULE**

Milestone	Responsible Office	Date of Completion
Project Management Plan		
Design Complete		
Advertise Construction Contract		
Receive Bids		
Award Construction Contract		
Construction Complete		
Environmental Documents		
Complete SHPO Consultation & NEPA Document		

**FUNDING**

Funding Source: FLTP FWS FY###  
 Programmed Net Construction: \$\$\$\$\$

Phase	EFLHD Cost	FWS Cost (FLTP)	FWS Cost (non-FLTP)
Est. Design (PE)			
Est. Construction Engineering (CE)			
Est. Construction (CN)			
<b>Total Estimated Project Cost:</b>			

**COMMUNICATION PLAN**

(Should be revised to be specific to the individual project)

The following table provides contact information for this project:

<b>Organization</b>	<b>Expertise</b>	<b>Name / Phone Number</b>
Region	Environment	
Region	Engineering	
Region	Funding	
Refuge Project Manager	Engineering / Funding	
XX FLHD Point of Contact	Engineering / Funding	

**PROJECT MANAGEMENT PLAN AMENDMENT PROCESS**

The Project Management Plan (PMP) may be amended by any party to the plan, subject to the concurrence by all original signatories. Circumstances that may result in an Amendment include any major changes in scope, schedule, products, budgets, milestone dates, and key positions. Amendments will be in the form of revisions to the original PMP or changes documented through standard correspondence or electronic mail. Distribute PMP Amendments to all signatories of the original PMP

**ISSUE RESOLUTION PROCEDURE MATRIX**

Issues should be resolved at the lowest level possible. The issue should be clearly defined in writing and understood by all parties. Escalating to the next level can be requested by any party. When an issue is resolved, the decision will be communicated to all levels below.

***(Modify and edit table as appropriate)***

FHWA	FWS	Time to Resolve
XX FLHD Point of Contact	Refuge Project Manager	5 Working Days
XX FLHD Planning and Programming Manager	Regional FLTP - Coordinator Refuge Manager	5 Working Days
XXX FLHD Director of Program Administration	RTC supervisor	5 Working Days
XXX FLHD Division Engineer	Refuge Refuge or Fishery Chief	5 Working Days

**STEWARDSHIP AND OVERSIGHT (S&O) REQUIREMENTS**

This project has been determined to be low risk. The attached S&O Checklist identifies the documents that must be submitted to the Eastern Federal Lands Highway Division and the action that EFLHD must take.